



**PUBLIC RECORD REQUEST RESPONSE FORM**  
**City of Hendersonville**  
**101 Maple Drive North**  
**Hendersonville, TN 37075**

November 9, 2018

To Whom It May Concern:

In response to your records request received on November 8, 2018 this office is taking the action(s) indicated below:

- ☐ The public record(s) responsive to your request will be made available for inspection:  
Location:  
Date & Time:
- ☐ Copies of public record(s) responsive to your request are:  
☐ Attached  
☐ Available for pickup at the following location:  
; or  
☐ Being delivered via: ☐ USPS First-Class Mail ☐ Electronically ☐ Other: \_\_\_\_\_.
- ☐ Your request is denied on the following grounds:
- ☐ Your request was not sufficiently detailed to enable identification of the specific requested record(s). You need to provide additional information to identify the requested record(s).
  - ☐ No such record(s) exists or this office does not maintain record(s) responsive to your request.
  - ☐ No proof of Tennessee citizenship was presented with your request. Your request will be reconsidered upon presentation of an adequate form of identification.
  - ☒ You are not a Tennessee citizen.
  - ☐ You have not paid the estimated copying/production fees.
  - ☐ The following state, federal, or other applicable law prohibits disclosure of the requested records:
  - ☐ A better understanding of what you are requesting is needed
- ☐ It is not practicable for the records you requested to be made promptly available for inspection and/or copying because:
- ☐ It has not yet been determined that records responsive to your request exist; or
  - ☐ The office is still in the process of retrieving, reviewing, and/or redacting the requested records.

The time reasonably necessary to produce the record(s) or information and/or to make a determination of a proper response to your request is:

If you have any additional questions regarding your record request, please contact Kay Franklin, Public Records Request Coordinator.

Sincerely,

Kay Franklin  
City Recorder